



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

30 JUL 1996

CEPR-P (715)

MEMORANDUM FOR COMMANDER, ALL MAJOR SUBORDINATE COMMANDS,
DISTRICT COMMANDS, FIELD OPERATING ACTIVITIES AND
LABORATORIES, ATTN: DIRECTOR/CHIEF, CONTRACTING
DIVISION

SUBJECT: PARC Instruction Letter 96-3-Implementation of Service and Supply Contractor
Appraisal Support System (SSCASS)

1. References:

- a. ER 715-1-19, Service and Supply Contractor Performance Evaluations dated 5 July 1996.
- b. SSCASS PC Program, Version 1.0.
- c. FAR 42.15-Contractor Performance Information.
- d. AFARS 42.15- Contractor Performance Information.

2. On 12 July 1996, the Director of Information Management approved the fielding of the Service and Supply Contractor Appraisal Support System (SSCASS). Reference 1.a. is the regulation established to control the processing of service and supply evaluations and mandate the use of SSCASS. The regulation requires all active USACE service and supply contracts over \$100,000, regardless of award date, to have a performance evaluation completed in SSCASS Performance Evaluation PC Program, Version 1.0. ER 715-1-19 is in normal distribution to all USACE activities. To speed its dissemination, the regulation was E-mailed to all USACE contracting activities. USACE activities are hereby directed to immediately begin implementation of references 1a and 1b.

3. The SSCASS program is being forwarded to activities by two means. The SSCASS Technical Manager, Kem Morrow, of CENPP-CT-AC, sent SSCASS Version 1.0 to all contracting activities by E-mail prior to the last week of July. To ensure a complete distribution, a copy of the SSCASS Performance Evaluation PC Program, Version 1.0 and supporting documents are enclosed on a 3.5 inch disk for all Chiefs of Contracting Offices. Both the E-mail and the disk contain 5 files consisting of the program, an unzip file, documentation in both MS Word and WordPerfect, and installation instructions. To assist in the uploading of this program, the installation instructions, along with three substitute pages for the Instruction Manual, are attached. Questions with installation are to be directed to Kem Morrow at (503)-326-6863.

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4. After installation of the SSCASS PC program, a NOS/VE WPC user-id and password is required to submit the performance data to the SSCASS central data base. Individuals who do not already have a user-id and password for a USACE system will need to request such items from their Information Management TASSO or ISSO. Those with id and password should check with their TASSO or ISSO to verify that their id and password contain a NOS/VE WPC family capability before attempting to use the program.

5. Your support to implementing this critical contractor evaluation system is necessary to ensure compliance with mandated procurement regulations referenced above. POC for this memorandum is Major (P) Jeffrey W. Hills at 202-761-8644.

FOR THE COMMANDER:

Encls

A handwritten signature in black ink, appearing to read "Bert A. Millikin", with a stylized flourish at the end.

BERT A. MILLIKIN, C.P.C.M.
Acting Principal Assistant
Responsible for Contracting

1. One installation disk is provided. Create a Directory on your hard disk called SSCASS. Insure that there is at least 5 megabytes of free space (use Dir, Chkdsk to verify this). Change to the SSCASS directory where the new program will be stored. Your entry is in **BOLD**.

```
C:>cd\sscass <ENTER>
```

Insert and secure the disk in the appropriate drive, and type:

```
C:>COPY _:*. * C: <Enter>
```

where _ refers to your disk drive. This procedure will copy the files from the distribution disk to your hard disk in the SSCASS directory. Type:

```
C:\sscass>DIR <Enter>
```

command to make sure that the files were copied. After the files are copied to the CCASS directory, you must unzip the files. At the system prompt type:

```
C:\sscass>pkunzip sscass.zip <ENTER>
```

The files will expllood . After the files have been unzipped, print out the documentation that will provide you with further instructions. The Word documentation is called SSC96.DOC and the Word Perfect documentation is called SSC96.WP

2. It is possible, that due to memory requirements, some memory resident programs or utilities (such as SIDEKICK, RAMDISK, SPOOL, NETWORKS) might need to be disabled, or deleted from your AUTOEXEC.BAT file if you are using one to start up your PC system.

3. If you use PROCOM or any other communication package (except Vistacom); you will select the ANSI or ANSI/BBS configuration. When you transmit the evaluation to the CENPD data base, you will select the ASCII Transfer Set Up. If you use Vistacom, you will select the NOS/VE configuration.

4. Any questions, please call Kem Morrow, 503-326-6863.

Floppy Dr

This identifies your primary external floppy disk drive used when building/receiving files for exportation or importation. **THIS CANNOT BE THE SAME AS THE MAIN DRIVE.** Disk drives used must be compatible between sending and receiving personal computers when changing disks. (Example: Low Density vs High Density or 3 1/2" vs 5 1/4")

Import Text Path

This identifies the location of a DOS text file. Example: c:\wp51\ This DOS text file can be created using a word processor and then "imported" into the remarks field. The file name must have the .smt extension (Example: bolts.smt).

Printer Information

Name

This information will be automatically added when the Printer option is selected from the menu bar. If you have a printer that cannot be selected from this menu, you have to enter in the escape sequences to obtain the condensed, 8 LPI, 6 LPI, etc. then enter in your printer name.

Device

This is the location of your printer port on your PC. If you have only one printer use the default of 0.

- 0 = Default
- 1 = LPT1
- 2 = LPT2
- 3 = LPT3
- 4 = COM1
- 5 = COM2

Print IBM Extended Characters

A Y (Yes) gives you a solid line on the printed ENG --- form if you have a Laser printer. A N (No) gives you a broken line on the printed ENG --- form if you have a dot matrix printer. Default should be N (No).

Printer Escape Codes

ONLY FILL IN THIS INFORMATION IF YOU CAN NOT SELECT A PRINTER FROM THE PRINT MENU. IF YOU ARE NOT SURE, SKIP THESE FIELDS.

UTOMATED PREPARATION OF ENG ---

Start the program by typing SSCASS and a user name at the system prompt of the directory that the program is located in.

(Example: C:\SSCASS\SSCASS kem morrow <ENTER>)

Type: **SSCASS** _____ <ENTER> where _____ is your user name

This will bring up the Main Menu from which you call the various procedures. This menu will typically be the first menu you have contact with. It allows for the entry of all ENG --- information. As you access each input screen, complete your data entry and then exit that screen.

- | | |
|--------------------------------------|--|
| 1 - EVALUATION Data | Select to prepare a ENG --- for distribution. |
| 2 - SYSTEM Maintenance | Select to modify your location and system requirements, re-index the data base, delete all evaluations and edit/print support databases. |
| 3 - RUN Communications
Batch File | Select this to run your communications program within the pc program. You must first enter the information in the SYSTEM menu and select procedure #3 --- EDIT/PRINT Support |
| Maintenance
Databases. | |
| 4 - QUIT | Select to Exit the pc program. |

Select 1 <ENTER>

#1 - EVALUATION DATA

All of the fields in the PC program are self explanatory and directly related to the ENG ---. The program has been designed with data input verifications; some which occur during initial data input and many occur during the EXPORT/TRANSFER operation to the CENPD mainframe.

The selection bar at the top of the screen displays the following options; ADD, FIND, EDIT, DELETE, COPY DATA, NPD TRANSFER, PRINT, IMPORT, and QUIT. Use your cursor keys to highlight the function you wish to do.

ADD

◇ Select **ADD <ENTER>**

The ADD function captures information on the input screens. It is not necessary to have all information to fill each of the screens, however, you must have entered a valid Contractor Establishment Code or DUNS Number on the first screen - General Contract Data - to save your input for the evaluation you are editing. Without this basic information the system will not allow you to input any further data. After initial input, you may continue to add and edit information utilizing the FIND function.

Once you have selected ADD function from the selection bar, you are placed in the "General Contract Data" portion of the screen. The flow of data input has been designed to follow the current ENG --- form. All areas requiring data input have been highlighted in reverse video mode.

If at any time you wish to exit any add screen, whether it has complete data or not, you may depress the F10 key, a <CTRL> W, or simply depress the <ESC> key. You will be returned to the menu selection as listed below:

- A. Contractor Info, Type, Procurement
- B. Description and Location of Work
- C. Type and Extent of Subcontracting
- D. Fiscal Data and Significant Dates
- E. Performance Eval. of Contractor
- F. Evaluation of Performance Elements
- G. Agency Use
- H. Additional Remarks
- I. Options - Save or Quit